



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Labor, Department of. Safety Review, Board of.

Agency: Board of Safety Review		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-747	<b>BOARD CASE FILES</b> These are official transcripts of hearings on contested safety orders. Files also include a copy of the safety order, notification of the hearing, motions, and legal briefs. Files may also include a proof of mailing, various items submitted as evidence, photographs, and audio or video tapes. Files are arranged primarily in numerical docket number order, then alphabetically by name of the alleged safety violator. The Board of Safety Review states there is the possibility of civil or criminal litigation in these contested safety orders. A civil judgment pursuant to IC 34-11-2-12, 1998 Edition, is also a virtual certainty.. Retention based on IC 34-11-2-12, (1998 Edition)	TRANSFER to the RECORDS CENTER two (2) years after the year of Board of Safety Review decision. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional eighteen (18) years in the RECORDS CENTER.